



**FULL COUNCIL MEETING
DRAFT MINUTES**

Friday, November 17, 2017
10:00 A.M. – 11:30 A.M.

ADDPC Office, 3839 N. 3rd Street, Suite 306, Phoenix, AZ 85012

A meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened at the ADDPC office. Notice having been duly given. Present and absent were the following members of the ADDPC, guests and staff.

COUNCIL MEMBERS PRESENT

John Black, Chairperson
Melissa Van Hook, Vice-Chair
Monica Cooper
George Garcia
Angelina James (by phone)
Katharine Levandowsky
Scott Lindbloom (by phone)
Traci Gruenberger
John Eckhardt (by phone)

J.J. Rico (by phone)
Janna Murrell
Kristen Mackie
George Garcia (by phone)
Matthew Isiogu (by phone)
Jason Snead
Maureen Casey

COUNCIL MEMBER REGRETS

Jamie Edgin
Ray Morris
Lori Masseur
Larry Wanger
Andrew Robinson
David Copins

GUESTS

Dara Johnson, AHCCCS
Debra Pryor, Partners in Brainstorm
Kyle Thornton, Cisco
Terell Welch, DES
Kamber Geary

ADDPC STAFF PRESENT

Erica McFadden, Executive Director
Marcella Crane
Lani St. Cyr
Michael Leyva
Sarah Ruf

Krystal Downie
Rebecca Peterson (Intern)

Welcome

Chairperson John Black welcomed Council members. The meeting was called to order at 10:07 a.m. Introductions of staff, Council members, and guests were made.

Untapped Arizona Final Report

Kyle Thornton with Cisco Systems and an Untapped Arizona Board of Director, presented on Untapped Arizona's key activities and accomplishments, specifically regarding the recruitment of new employers interested in hiring more employees with disabilities. He also discussed their efforts to assemble a strong board of directors, community partners and independent contractors, and profiled key board member, Bob Enderle.

Then, Deb Pryor with Partners in Brainstorming (PIB) and who is funded by the Council for this project, presented on Untapped Arizona's strategic planning and business model, which she said followed a business-centric approach. Ms. Pryor emphasized the importance of leveraging technology in the business community as she provided an update on the development of Untapped Arizona's website, which includes interactive tools that help guide employers to resources on diversity and inclusion. She discussed the Statewide Needs Assessment Survey or "Project 822," namely the top requested items from employers' responses to the survey. After employers complete the survey, they are asked to take the "Untapped Arizona Pledge". She also announced that Untapped Arizona had recently become the first affiliate in the Southwest of the US Business Leadership Network (USBLN), highlighting that this new partnership will enable Untapped to access USBLN corporate partners, like Walmart and Boeing, among others, and also access additional corporate funding from USBLN initiatives. Ms. Pryor suggested that as a result of a meeting between Walmart's corporate executive management and Untapped Arizona representatives, Walmart is in the process of changing thousands of Walmart kiosks across the country to be more accessible to people with disabilities as well as hiring more employees with disabilities. As an affiliate of USBLN, Ms. Pryor added that Untapped will be able to access existing resources through a private-public (P3) partnership, particularly with DES-DERS, and connect the business community with resources, partners, and educational tools to help advance workplace disability inclusion. Since Untapped Arizona follows a business-centric approach, Ms. Pryor noted the importance of collaborative relationships with service providers focused on job seekers and Employment First, which supports service providers in order to ensure policies are aimed at connecting people with disabilities to quality employment.

The presentation concluded with Kyle Thornton presenting a plaque to Erica McFadden in recognition of the Council's support of Untapped Arizona. Mrs. McFadden graciously accepted on behalf of the Council.

Minutes, 9.22.17

The Minutes from the last Council meeting were reviewed. A motion to pass minutes from September 22, 2017 full Council meeting was made by Traci Gruenberger and seconded by Monica Cooper. The motion carried.

Fiscal Summary

Fiscal Manager, Lani St. Cyr, presented a financial update showing the Council was able to fully liquidate and obligate FFY 15 and FFY 16 funds. The Council has received its first Notice of Award for FFY 18 in the amount of \$265,450 for funding between October 1 and December 8. There has been no further communication on the federal level for funding beyond December 8, 2017, but the assumption is there will be level funding to FFY17. Lani explained that new forecasted administration expenses lines have been added to the Financial Update to better reflect the revenue to be obligated. She also explained there would be a new document shared at the next Full Council meeting showing where the unobligated funds are planned to go. Finally, Lani provided a contract update explaining how the Council Funded Projects sheet reflects the Grantee, Project Name, Contract Period,

Approved Budget, and Expenditures to Date, Last Invoice Period, and Remaining Budget for all of the Current Projects funded by the Council. She went on to explain that three no-cost contract extensions were given and there are currently no invoicing concerns with any of the Grantees.

Solicitation/Contracts for Review

Chair John Black discussed the following proposals that the Council considered for funding. Each of these were already vetted by staff, the Grants and Executive committees. Before a contract is established, the full Council is given the opportunity to review and vote.

The Sonoran UCEDD proposed a new website to be developed and maintained for the Employment First committee. The purpose of the website is to provide access to inclusive employment related opportunities, facilitate community connections, and encourage and increase inclusion of individuals in the workplace through a centralized platform for comprehensive access to employment related information. The projected costs for Year 1 is \$25,539. A motion to approve the proposal was made by Jason Snead and seconded by Scott Lindbloom. The motion carried.

The Cochise County Participatory Budgeting competitive grant solicitation is to focus on an unserved/underserved community. With a partnership with Morrison Institute (ASU MI), Council staff will release a competitive solicitation for \$40,000 that focuses on projects that promote Inclusion; various organizations in Cochise County are encouraged to apply. Our office will coordinate the evaluation process to recommend the top three applicants to the community members that will ultimately chose one for funding. ASU MI's role will be to coordinate and oversee the community members that are chosen to be on the citizen panel. Official award notice will be from the ADPPC with regular terms and conditions, contract monitoring, and regular submission of fiscal and narrative reports. A motion to approve \$40,000 to be released for solicitation and to have a citizen panel vote on a final award was made by Monica Cooper and seconded by Maureen Casey. The motion carried.

The Economic Impact Analysis Request for Bid is to seek a Doctoral level researcher to complete the economic analysis of how to increase employment outcomes for people with disabilities. Final bids will be reviewed by the Employment Committee for recommendation on who to select. A motion to approve the scope of work for the request for bid was made by Melissa Van Hook and seconded by Katharine Levandowsky. The motion carried.

Committees Reports

Executive – John Black that for the first time, we have a full Council with 23 members represented. Two new members were recently appointed, Cindy Findley and Maureen Casey. Cindy represents the Older Americans Act and with DES. She also chairs the AZ Caregiver Coalition. Maureen Casey is the Director for the Division of Developmental Disabilities. John also mentioned that a 1/3 of the council member's appointments were renewed. He thanked all the Council members for their work and commitment to serve.

John also updated the Council on the status of the 2018 National Association of Councils on Developmental Disabilities (NACDD) dues. Erica stated that she spoke with five different Councils. The recommendation was to pay the dues this year, since there have been so many changes at the national level. A new Public Policy Director has been appointed, and she has been on top of things. She sends out weekly updates and is more thorough than the previous director. If there continues to be a delay of information and a lack of responsiveness to Council issues, we are advised to not pay next year. The annual dues are \$11,338. A motion to approve the payment of the 2018 dues was made by George Garcia and seconded by Monica Cooper. The motion carried.

Grants/Contracts - Chairperson Matthew Isiogu discussed the federal grant and solicitation timeline created by staff and with feedback from the Grants and Executive committee. Each timeline will assist the Council members on when certain federal reports and applications are due, as well as inform the Council of an expected notice of an award. The second timeline that was discussed was for competitive solicitations. Beginning in 2018, those projects identified in the current work plan that have funding tied to them should have a scope of work developed to discussed and voted on by the Council in the Spring of 2018, with formal grant solicitations released by March/April.

It is the desire of the Grants Committee to make awards as close to July 1 so that the dollars can be obligated by September 30th of every year.

Matthew discussed the new policy and template for a Request for Information (RFI). The purpose of an RFI is to seek more information from the community on topics related to our work plan so that a scope of work can be developed. It's the intent to release the RFI/s on an annual basis between September and November. An RFI will have a cover letter to further identify the goal areas/activities the Council would like organizations to focus on. The letter will clarify if an organization wants to do multiple projects they will need to submit multiple RFIs. It was explained that the RFI would be used as a tool to gather ideas for solicitations only. A motion to approve the RFI policy and template was made by George Garcia and seconded by Scott Lindbloom. The motion carried.

The Council's policy for Duration of Contracts and Contract Extensions was updated to reflect the recommendations by Council and staff. All contracts will be funded for a maximum of five years. If a contractor is advised to apply for renewal funding, then they will comply with the requirements provided by staff and step down or level funding will apply. The policy also clarifies the timeline of when a contractor is asking for a no-cost extension and the process for approval. A motion to approve the revised policy was made by Jason Snead and seconded by Traci Gruenberger. The motion carried.

PR/Marketing – Sarah Ruf reported to Council members that plans are formalizing for disability training directed at communication specialists within the Department of Economic Security. She asked for a proposal from the National Center for Disability and Journalism, which is housed at the Walter Cronkite School of Journalism and Mass Communication at Arizona State University. Dean Kristin Gilger is currently working on a proposal and the director of communications for DES has signed on to the project. Sarah also talked about a potential marketing plan requested by Council member Larry Wanger, who approached staff members about support for a marketing campaign in 2018 for the statewide Community Leadership Academy sessions coordinated by Larry's organization, the Statewide Independent Living Council. This is a self-advocacy training effort just wrapping up its inaugural sessions held at each of Arizona's independent living centers. Since there may be money attached to this request, the PR/Marketing committee members requested Larry present his idea in more detail at the next PR/Marketing committee meeting

Public Policy – Marcella Crane reported for Larry Wanger on a few items discussed at the last Public Policy committee meeting. In terms of monitoring federal/state legislation, the committee will work with others and cross post the latest information on what is happening with both federal and state legislation. Our office will work on posting information on our website where it's feasible and to have information posted on our social media. The ADA survey was developed to obtain information from Arizona's 91 cities and municipalities on the status of ADA calls to municipalities and if they have an ADA coordinator. Good feedback was received from the new ADA coordinator in Show Low and the Council's intern, Casey Paschall, will take the lead on this project with a final report developed to be shared with the Council. Lastly, Marcella Crane acknowledged the good work conducted by our intern Rebecca Peterson on several projects to include working with the county recorder offices and others to increase the number of people in group homes who can vote; looking into the status of supported decision-making in Arizona and what we need to do legislatively to support more decision-making opportunities for people with DD; and assisting families in how to get a disability designation/diagnosis by using a step-by-step and spreadsheet.

Supporting Employment First – Melissa Van Hook reported to the Council these highlights: Governor Ducey issued a proclamation to recognize October's National Disability Employment Awareness Month (NDEAM). The proclamation was posted on the ADDPC website and Facebook page. In addition, Sarah Ruf and Krystal Downie posted stories of people with disabilities sharing their employment experiences.

- After discussion and approval by the Grants and Executive committees, the full Council approved the Employment First Website Scope of Work with the University of Arizona, Sonoran UCEDD and approved the Request for Bid for Researching Employment Outcomes for people with disabilities.

- Krystal Downie researched the economic impact of disability employment on a global scale and the information is being used as a model for measuring the impact of PWDs working in Arizona and what that does to the state's revenues, taxes, etc. We will use the information to develop a scope of work and hope to have the analysis completed in spring 2018. The plan is to present the analysis at state and national conferences, and share the findings with the Governor, legislators, policy leaders and the media.
- Erica McFadden met with the Employment First Core Team on October 24, 2017 to share information on the Arizona Employment Provider Inventory. The Inventory will be distributed to DDD and VR providers to collect information on what specific employment-related services they provide, how many they actually serve, and if they have a staff person dedicated (that references what everyone really does versus what they say they do in employment). Once the information is collected it will be reported in plain language and made available to families to help them make an informed decision on employment services. Katharine Levandowsky and I also attended the meeting to affirm support for the Employment Provider Inventory.
- Please share your ideas and best practices on model training programs used by businesses, companies and corporations. Starbucks, for example, has a great training program and has initiated a free tuition program at Arizona State University (ASU) for its employees. Identification of existing business training models will help facilitate discussion and assist as we develop a scope of work.
- An initial meeting was co-facilitated by Erica and Cindy Findley, executive director of the Arizona Caregiver Coalition, on October 2, 2017 to explore potential avenues of employment for people with DD into the direct care workforce. Eighteen different individuals attended the focus group, representing at least seven different agencies. Rebecca Peterson, our ASU MSW Intern conducted research on Direct Caregiver programs and discovered an excellent model developed by Texas A&M that may be adopted for use in Arizona. The second meeting will take place December 5, 2017 at the ADDPC office. If you would like to learn more about this please contact Rebecca at 602-542-1084 RPeterson@azdes.gov. And of course you are welcome to attend the meeting.
- Curriculum development in self-employment with DDD, RSA, Arizona Technology Access Program, and the Small Business Development Center. This is a pilot project initiated by ADDPC to develop a model training curriculum in self-employment for Vocational Rehabilitation (VR) counselors. Andrew Robinson and Michael Leyva met in Yuma with VR representatives on September 20 to discuss the pilot project and initiate planning. Andrew and Michael are heading back to Yuma in late November to identify the next steps and develop a timeline.
- We will meet with SARRC staff beginning in January to partner on expanding opportunities for 5 youth with autism to attend 2018 Geek Camp. This is an innovative and unique opportunity with the University of Advancing Technology (and SARRC) to allow students with financial needs to participate in an experience of college life, provides exposure to admissions, dorm life, classes, group projects, and college life skills.
- Training and professional development for job coaches and job developers has been discussed for a very long time, definitely needed, and identified as an action in the Arizona Employment First Strategic Plan. ADDPC will take the lead in meeting with leadership from DDD, VR, ADE, AHCCCS and providers on December 14th to initiate planning and development of a scope of work.
- At Linkages *Building Bridges Awards Luncheon* in Tucson, Jason Snead and Michael Leyva were present to witness the announcement of Governor Ducey's Executive Order regarding the establishment of Arizona as an Employment First State. News of the Executive Order was shared to a group of over 200 folks by Christina Corieri, senior policy advisory to Governor Ducey.

Announcements:

- Katharine Levandowsky stated her office is working on an anti-bullying campaign in the west Phoenix Maryvale community on December 5. In addition, on December 20th, a showing of the film, "Wonder" at the Harkins Chandler Fashion Park will take place then a discussion with parents will follow.

- Melissa Van Hook – On November 30th, members of ADDPC can tour Banner Behavioral Health Hospital in Scottsdale. She toured Aurora Behavioral Health and recently met with the COO, Jeff Serano. The Aurora Behavioral Health in Tempe has a unit specifically for autism.
- Maureen Casey – is taking a more proactive role within DDD to ensure that any rule/regulation changes that affect parents and consumers will have the ability to provide public feedback.
- J.J. Rico – The Arizona Center for Disability Law recently hired a new attorney that will provide legal services under the Protection & Advocacy for Individuals with Mental Illness.
- Sarah Ruf – On January 16th, Grand Canyon University will be hosting a student-led, free mental health conference on how to combat bullying over a variety of mental health issues. Also, on December 14th, Traci Gruenberger will be presenting on housing options on ADDPC's next webinar: "Beyond Group Homes"

Call to the Public

Terrell Welch is with DES and informed the Council of the upcoming E75 Diversity Builder Awards event scheduled at Ability 360, January 26th. The purpose of the event is to recognize employer's best practices in recruitment, hiring, training, and retention of employees who are blind or visually impaired.

Adjournment

Motion made by Melissa Van Hook to adjourn the meeting and seconded by Jason Snead. The motion unanimously carried. Meeting adjourned at 12:10 PM.